



ROLE OF COMMITTEES AND REPRESENTATIVES

The board may, from time to time, establish committees to facilitate accomplishment of the board's governance responsibilities. On formation of a committee, the board shall establish the committee's terms of reference as procedures under this policy.

1. Standing Committees

- 1.1 As soon as is practicable following its inaugural meeting each year, the board shall name one or more board members to standing committees, and such other representatives to standing committees as deemed necessary for the effective discharge of board business.
- 1.2 Unless otherwise determined by the board, the standing committee of the board shall be the following:
 - Audit and Risk Management Committee
- 1.3 The board shall designate a board member as chair of each standing committee.
- 1.4 The superintendent or designate(s) shall attend all standing committee meetings.
- 1.5 The standing committee chair and superintendent or designate shall establish items on the agenda for each standing committee meeting.
- 1.6 No report, order or decision of a standing committee comes into force until the board at a regular or special meeting adopts it.

2. Advisory Committees

- 2.1 As need arises, the board may establish advisory committees as it deems necessary to facilitate board accomplishment of the strategic plan district goals.
- 2.2 Unless otherwise determined by the board, the advisory committees of the board shall be the following:
 - NIC Liaison Committee
 - City of Campbell River/School District Committee
 - Strathcona Regional District Committee
- 2.3 The board shall name one or more board members to advisory committees, and such other representatives to advisory committees as deemed necessary for the effective discharge of the terms of reference of the advisory committee.
- 2.4 The board shall designate a board member as chair of each advisory committee.
- 2.5 Advisory committees shall include the superintendent or designate(s).
- 2.6 Advisory committees shall provide regular updates on their meetings and activities to the board.

3. Ad Hoc Committees

- 3.1 As need arises, the board may establish ad hoc committees to assist the board on a specific project for a specific period of time.
- 3.2 The board shall name one or more board members to each ad hoc committee and such other representatives to the ad hoc committee as deemed necessary for the effective discharge of the terms of reference of the ad hoc committee.
- 3.3 The board shall designate one of the board members as ad hoc committee chair.
- 3.4 Ad hoc committees shall include the superintendent or designate(s) and may include other non-board members.
- 3.5 Each ad hoc committee shall provide regular updates on its meetings and activities to the board and, at the conclusion of its work, shall present a written report to the board.
- 3.6 Unless otherwise directed by the board, ad hoc committees are dissolved as soon as they have reported to the board.

4. Board Representatives to External Entities and Board Members of Negotiating and Contractual Committees

- 4.1 Representation to external entity requests that fall outside of the scope of the day to day operations of the school district shall be brought to the attention of the Board. If the Board decides that a representative is deemed necessary to effectively represent the interests of the board, the vice chair shall make an appointment recommendation to the Board. Should it be determined by the board that the request be operational, staff appointment to or participation in this entities request shall be made by the Superintendent.
- 4.2 Unless otherwise determined by the board, board member representatives appointed to negotiating and contractual committees shall include representatives to:
 - Campbell River District Teachers' Association (CRDTA) Negotiating
 - CUPE Local 723 Negotiating
 - Professional Development Core Committee
 - Excluded Staff Compensation Committee
 - CRDTA Joint Liaison Committee
- 4.3 Unless otherwise determined by the board, board member representatives appointed to external entities shall include representatives to:
 - District Parent Advisory Committee (DPAC)
 - Vancouver Island School Trustees' Association (VISTA)
 - Vancouver Island labour Relations Council
- 4.4 Board member representatives elected to external entities shall include representatives to:
 - BC Public School Employers' Association (BCPSEA)
 - BC School Trustees' Association Provincial Council (BCSTA)
- 4.5 As soon as is practicable following its inaugural meeting each year, the board shall elect a representative and alternate representative to external entities in which the board is a member and which require the election of board representatives.

- 4.6 The board shall review annually the previous year outcomes and the continuing goals and purposes of board representation to external entities.
- 4.7 Board member representatives to external entities may express their personal views, engage in discussion, problem resolution and generation of proposals and recommendations but shall provide no advice or recommendation on behalf of the board or commit the district to adopt any recommendation, allocate resources or take any action that has not been approved by the board.
- 4.8 Board member representatives to external entities shall provide a brief report to the board following each meeting of the entity or semi-annually should the entity not meet regularly.

5. The Board and Operational Committees

- 5.1 Generally, the board shall not participate in the work of operational committees established under the authority of the superintendent. However, from time to time, board members may attend a meeting of an operational committee as observers to become informed about the work of the committee and any recommendations the superintendent may make to the board.

Legal References:	<i>School Act Secs. 22, 23, 50, 55, 56, 57, 58, 59, 60, 65, 70, 85, 84, 85</i>
Monitoring Method:	<i>Board Governance Policy Committee</i>
Monitoring Frequency:	<i>Annual</i>
First Adopted:	<i>June 25, 2013</i>
Last Revised:	<i>June 20, 2017</i> <i>October 2017</i> <i>April 13, 2021</i>



TERMS OF REFERENCE FOR AUDIT AND RISK MANAGEMENT COMMITTEE

1. Purpose

The purpose of the audit and risk management committee (the "Committee") is:

- 1.1 To assist the board in fulfilling its financial accountability and oversight responsibilities;
- 1.2 To assist the board in fulfilling its risk management responsibilities; and,
- 1.3 To perform such other duties and responsibilities that may, from time to time, be delegated by the board.

2. Membership

- 2.1 The board shall name two board members to the committee one of whom the board shall be designate as committee chair;
- 2.2 Any committee member may be removed from the committee by a majority vote of the board; and,
- 2.3 The secretary-treasurer and superintendent or designate(s) shall attend all committee meetings.

3. Procedures

- 3.1 The chair shall determine the agenda, the frequency and the length of meetings and shall have unlimited access to the administration and information;
- 3.2 The committee shall establish such rules as may be necessary and proper for the conduct of the business of the committee;
- 3.3 The superintendent shall appoint a committee secretary whose duties and responsibilities shall be to keep full and complete records of the proceedings of the committee for the purposes of reporting committee activities to the board; and,
- 3.4 The committee may not establish sub-committees.

4. Duties and Responsibilities

The following shall be the common recurring duties and responsibilities of the committee:

- 4.1 Audit
 - Meet with the district's external auditors to review the audit service plan that sets the overall strategy and general arrangements for the annual audit of the financial statement;
 - Review the audited financial statements and recommend approval of the audited statement by the board;
 - Review the audit results with the external auditors and monitor the implementation of the auditors' recommendations in the management letter to the board;

- Monitor the development of and changes to accounting principles and practices and financial reporting standards and their impact on the district's financial reporting; and
- Oversee the selection of external auditors including the terms of the audit engagement and the appropriateness of proposed fees.

4.2 Risk Management

- Review and report to the board on the major risk exposures of the district and on the adequacy and effectiveness of internal controls that safeguard the financial, physical, human and reputational assets of the district;
- Receive and review an annual report on detection and prevention of fraud;
- Receive and review an annual summary of single/sole source procurement transactions over \$40,000; and,
- Monitoring district compliance with legislative requirements.

5. Evaluation

The committee shall undertake and report to the board an annual evaluation assessing its performance with respect to its purpose and responsibilities set out in these terms of reference and any other tasks that may be delegated by the board.

6. Amendment

These terms of reference may be amended by the board.